

**STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road - P. O. Box 269101  
Sacramento, California 95826-9101**

CAJS-J1-SP

11 August 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-38 – Expires 26 August 2009

1. The Military Department is accepting applications for the State Active Duty position indicated below. Selected applicant will be provided a temporary appointment, which is a minimum of six months or less, and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The applicant selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-4.*** This vacancy announcement will expire on 26 August 2009 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

- |                                      |  |
|--------------------------------------|--|
| a. <b>TITLE AND PAY GRADE:</b>       | <b>Finance NCO (SAD E-4)</b>                 |
| b. <b>EMPLOYMENT LOCATION:</b>       | <b>JFHQ, Sacramento, CA</b>                  |
| c. <b>PROJECTED EMPLOYMENT DATE:</b> | <b>5 September 2009 *</b>                    |
|                                      | <b><i>*Pending Availability of Funds</i></b> |
| d. <b>SELECTING SUPERVISOR:</b>      | <b>Director, State Personnel Programs</b>    |

3. The basic qualification requirements are:

- a. **Military Service:** Members of the active or retired California Army or Air National Guard, or active member of the California State Military Reserve in the grades of E-3 through E-5 may apply.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant is required.
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant.
- d. **Communication Skills:** Must be able to effectively communicate orally and in writing.
- e. **Appropriate military uniform** with federally recognized rank will be worn in accordance with military regulation.
- f. Applicants are required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application.**

4. Other requirements:

- a. Experience in customer service working with military service members.
- b. General knowledge of ESAD operations and payroll processes.
- c. General understanding of tax withholding calculations and reporting requirements.
- d. Ability to work with minimum supervision and use initiative to provide practical solutions to identified problems.
- e. Basic knowledge of computer systems and common office applications such as Microsoft Word, Microsoft Excel, and Microsoft Access.
- f. Military finance experience is desirable.

5. Principal duty functions:

Works under the general supervision of the Deputy Director, State Personnel.

- a. Responsible for accurate accounting of past ESAD pay claim schedules from 2003 to present day.

CAJS-J1-SP

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2008-38 – Expires 26 August 2009

- b. Assists with research efforts to rectify IRS wage reporting discrepancies in W2's, quarterly Form 941's, and annual Form 945's.
- c. Supports payroll processing for the Emergency Shelter Program (ESP) missions for Operation Cold Freeze.
- d. Coordinates with RSAD Payroll Manager in record searches in personnel files to confirm pay entitlement for retired annuitants.
- e. Provides duplicate W2's for service members requesting copies.
- f. Researches missing check requests and generates necessary documentation to initiate replacement checks from State Controller's Office (SCO).
- g. Other similar duties as assigned.

6. The individual selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than the close of business on 26 August 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:  
Electronic A, F & M

*Jeffrey W. Magram (11 Aug 09)*  
JEFFREY W. MAGRAM  
Lieutenant Colonel, CA ANG  
Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of height, weight & physical test verifications?	

If current member of the State Military Reserve or Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form (available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx>) that indicates your current medical fitness.